



# Recruitment and Screening CHECKLIST

This checklist was developed to help sports assess the suitability of an applicant who has applied for a Child-Related Position within the organisation.

This checklist is applicable to both voluntary and paid positions and should be used in conjunction with the organisation's Child Safeguarding Policy – recruitment and screening.

Once completed, the checklist should be stored in the applicant's individual recruitment folder or in accordance with the organisation's record keeping and storage processes.

Name of applicant	
Position applied for	
Is the position classified as a Child-Related Position?	Yes      No
Has the applicant provided their Working with Children Check (WWCC)? <i>If no, a WWCC will need to be provided prior to the person starting in the role if successful</i>	Yes      No
WWCC issue date	
WWCC reference no.	
Date of applicant interview	
Name and position/title of Interviewer/s	



The following questions should be asked in the interview with the applicant:

- Tell us about your beliefs and values in relation to working with children.
- Tell us about your awareness and understanding of child protection.
- Tell us about your professional experience, competencies, and qualifications in relation to working with children.
- What boundaries are important when working with children?
- Have you ever had any disciplinary action taken against you in relation to you working with children?

Additional questions that may be asked are available in Appendix 2 of your sports Child Safeguarding Policy.

<p>Did the interview questions raise any issues/concerns regarding their appropriateness to work with children?</p> <p><i>If yes, outline reasons</i></p>	<p>Yes      No</p>
<p>Was this person identified as suitable for the role?</p> <p><i>Outline reasons</i></p>	<p>Yes      No</p>

If the person was identified as a suitable candidate, proceed to checking their referees.

If the person was not identified as suitable, notify the applicant.

<p>Name of person contacting referees</p>	
<p>Name, contact details, and relationship to applicant of first referee</p>	
<p>Were any issues identified from interviewing the referee regarding their appropriateness to work with children?</p> <p><i>If so, outline details</i></p>	<p>Yes      No</p>
<p>Name, contact details, and relationship to applicant of second referee</p>	
<p>Were any issues identified from interviewing the referee regarding their appropriateness to work with children?</p> <p><i>If so, outline details</i></p>	<p>Yes      No</p>



Name, contact details, and relationship to applicant of additional referees	
<p>Were any issues identified from interviewing the referee regarding their appropriateness to work with children?</p> <p><i>If so, outline details</i></p>	<p>Yes      No</p>
<p>Did the feedback from the referees support the applicant's suitability for the role?</p> <p><i>Provide details</i></p>	<p>Yes      No</p>
Recommendation of the interview panel	

If the applicant is deemed suitable for the role:

- notify the applicant that they have been successful
- send a letter of offer confirming the start date, remuneration (if applicable), and induction details in writing

If the applicant is not successful, notify them in writing.

Keep a record of written communication with both successful and unsuccessful applicants in alignment with organisation record keeping policy.

## Contact us

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